

Meeting Minutes

RCVD MARION TOWN CLERK
2022 FEB 8 AM 9:30

Subject	Marion Fireworks	Date	01/20/22
Meeting Organizer	Fireworks Committee	Time: Start	7:00 PM
Location	Zoom call	Time: End	8:00 PM
Attendees: Required	Pam Cook (PC), Wendy Rocha (WR), Tangi Thomas (TT), Derek Tiago (DT), Cameron Van der Veer (CV)		
Meeting Purpose (reason for meeting and intended outcomes)	Event Planning		

Topics - (Prepare before meeting)				
No.	Description	Facilitator	Involvement	Duration
1.	Approval of meeting minutes	WR	All	2 min
2.	Nomination of officers: (clerk, etc.)	WR	All	5 min
3.	Update on funds received to date	WR	All	5 min
4.	Update on sponsorship levels	PC and DT	All	8 min
5.	Update on mailer	DB and CV	All	5 min
6.	Update on alerts, flyers, marketing	TT and CV	All	5 min
7.	Targeted corporate sponsors	CV	All	10 min
8.	Proposed events and timing	DT and CV	All	10 min
9.	Schedule to pull permits	WR	All	2 min
10.	Bid schedule	WR	All	2 min
11.	Update on on-line platform	WR and CV	All	2 min
12.	Sign	CV	All	2 min
13.	Open items, Next meeting date	WR	All	2 min

Resulting Action Items - (Previous meeting)				
No.	Description	Responsible	Date Due	Status
1.	Nominations for chair for next meeting	All	01/20/22	Completed
2.	Financial balances to be reviewed	WR	01/20/22	On-going
3.	Sponsorship levels to be reviewed and updated	PC and DT	01/20/22	On-going
4.	Mailers: Reach out to town on mailers; procedure on printing; confirm who to make check out to; labels/stamps, etc.	WR	01/20/22	On-going
5.	Update alerts (marketing)	TT and CV	On-going	On-going
6.	Divide sponsors – add to list	CV	01/18/22	Completed
7.	Prepare initial list of events and timing; ideas on how to use events for advertisement for sponsors	DT, CV	01/20/22	On-going
8.	Permits	WR	01/24/22	On-going
9.	Collect info on bid and procedures from town	WR	01/20/22	Completed
10.	On-line platform discussions with Town and internal	WR	On-going	Completed
11.	Next meeting date: 1/20 @ 7:00 PM	All	01/20/22	Completed
12.	Update on sign	Cam to reach-out	01/20/22	On-going
13.	Decide on date for fireworks	All	01/20/22	Completed

Resulting Action Items - (Develop during meeting)				
No.	Description	Responsible	Date Due	Status
1.	Approved meeting minutes to be submitted to Town	WR	01/31/22	
2.	Submit nominations to Town	WR	01/21/22	
3.	Financial balances to be reviewed	WR	On-going	

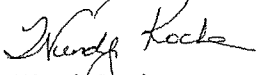
Resulting Action Items - (Develop during meeting)				
No.	Description	Responsible	Date Due	Status
4.	Sponsorship levels to be reviewed and updated	All	On-going	
5.	Mailers: Mailer to be finalized and printed Reach out to town for seasonal list and mooring list Coordinate with ORR community service to stuff envelopes	WR WR TT and WR	01/27/22 01/31/22 01/28/22	
6.	Update alerts (marketing)	TT and CV	On-going	
7.	Update on business sponsorships	All	On-going	
8.	Prepare initial list of events and timing; ideas on how to use events for advertisement for sponsors	DT, CV	02/03/22	
9.	Permits CG permit request to Harbormaster Contact fireworks (Atlas) on 07/3	WR	01/24/22	
10.	Sign	DT and CV to pick up		
11.	Next meeting date	All	02/03/22	

Meeting Notes - (Develop during meeting)	
No.	Description
1.	Meeting minutes (01/13/22) – Approved: CV, TT, PC (DT not in attendance) - approved
2.	Chair, Co-Chair, Vice-Chair, Clerk, Treasurer; Motion to Vote: Approved Nomination from DT for co-chair: WR/CV - Vote: 5-0-0; Nomination from DT for Treasurer: TT- Vote: 5-0-0; Nomination from clerk from WR for DT/PC - Vote: 5-0-0
3.	Funds to date: \$7,922.84 (\$635.00 to be deposited) receipt of \$175.00 that was deposited on 01/10/22; Total: \$8,732.84 (\$50,263.35 spent for the 2019 event) Goal for 2022 - \$65k
4.	Sponsorship levels: Group discussion on reaching out to businesses to see what they would like. Sponsors -way to acknowledge/visibility In the past, there were 68 parking passes purchased by residents for \$100/piece which gave them designated parking on the beach...would need to coordinate with Police Dept. to ensure they could facilitate that.
5.	Mailings can be printed/copied at the town. We can use their stamp machine and the town clerk can provide labels. We should also inquire on the seasonal residents and moorings list for additional mailings. Confirmed checks need to be made out to the Town of Marion and Fireworks in the Memo Section. Coordination with community service for mailings CV to add sponsorship note to letter Next steps: CV to submit draft by 01/21; Member review by 01/24; Print by 01/27 TT to coordinate with community service; WR to reach out to town for seasonal list and mooring list
6.	TT and CV to continue with social media posts CV – business focus posts; flyers Reporter – talk tomorrow – CV to speak on behalf
7.	DT – had additional contacts to add; master list to be prepared; all to update monthly and report out
8.	Activities – fun run, golf, concert, food truck, foot-golf; vote to action for next meeting CV and DT to coordinate off-line and bring PC and TT to reach out for dine arounds CV discussed with Marion Rec on fun-run and logistics
9.	Need to e-mail to the Harbormaster regarding CG permit with potential date. Not an issue if the event doesn't take place this year. WR – to contact fireworks (Atlas) on 07/3
10.	Need to meet with Town in April to determine if we have enough funds to go out to bid as the package doesn't go out unless there are substantial funds in place.
11.	WR met with Judy Mooney (Town) regarding on-line platform, MA General Law doesn't allow. Need to consult with others regarding individual setting up and 1099 and possible tax implications. Discussions

Meeting Notes - (Develop during meeting)	
No.	Description
	that this was put in front of the Selectmen to make part of the Town many years ago, but there was a lot of pushback.
12.	Sign at Marion Rec DT and CV to organize pick-up
13.	Discussion for 7/3/22 regarding fireworks event – motion to vote: Approved 5-0-0 Other items for coordination will include: Public Safety (coordination with Police, FD, Harbor Master), Marion Concert Band, DPW, Recreation Director, Electric, Porta-potty, and Sound People. Need to contact them to place in calendar as hold. Next meeting date: 02/03 at 7:00 PM

The above notes are a summary of the items discussed at this meeting for everyone's information and use. If you find any errors, or wish to add anything to these notes, please let me know.

Respectfully submitted,


Wendy Rocha
Co-Chair